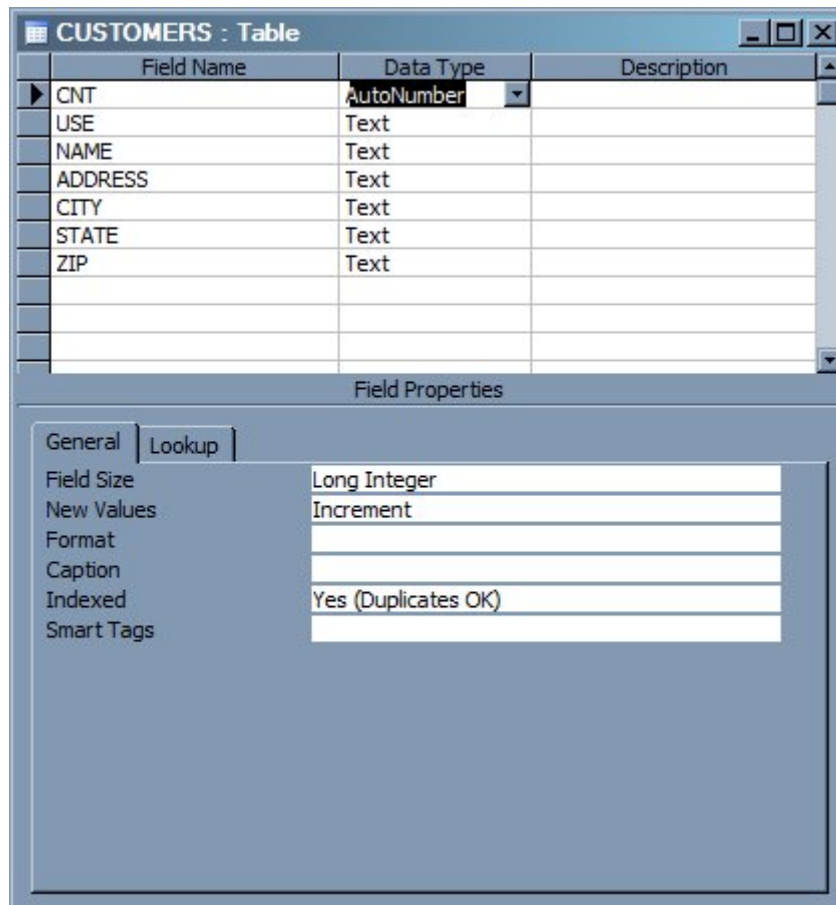


MS Access Append Query Example For MS Access versions 2000, 2002, 2003, 2007

Go here to see the [Append Query in SQL](#)

This is a basic Append Query tutorial, in it we will walk through the Append Query in MS Access. For the most part all versions of MS Access, from 97 to 2007, the query builder appears the same. There will be some small differences throughout all versions. This tutorial will be dealing with MS Access 2000-2003 but includes some instructions for 2007. The final MS Access Query Example and how it should look will be at the bottom of the page. Keeping in theme with a [previous tutorial](#) we will use the same table and field names. See the [Table Design](#) query if you need help designing a table.



Let us assume that our table is populated and that we want to transfer some data to another table. One reason could be you have a list of addresses you need to send mailings

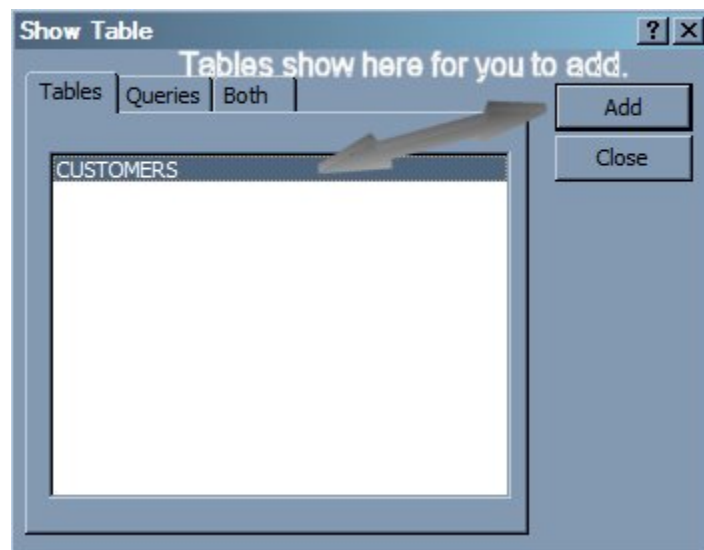
to on a regular basis. Having these addresses in a table of their own would be convenient. You could populate the new table a couple of different ways. The way we will do it in this tutorial is via the Append query.

To design the query using the query builder click "Objects" in your left hand menu and then "Queries" next.

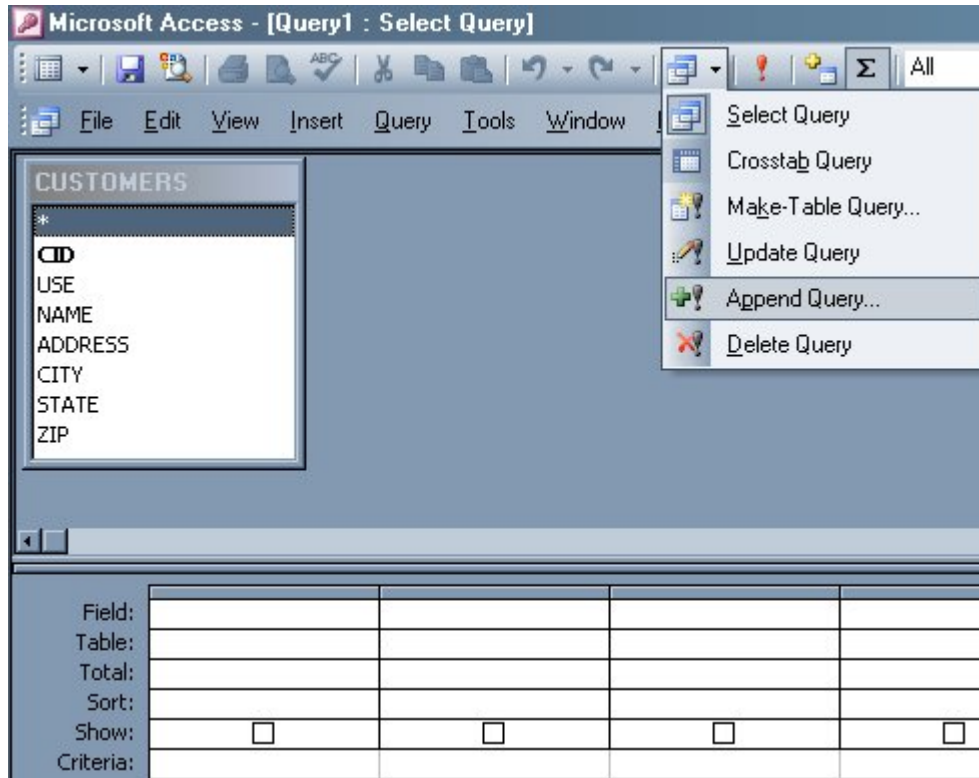
In version 2007 you will need to click the "Create" Tab and then on the far right click "Query Design".

You will be given the choices between "Create query in Design view" and "Create query by using wizard".

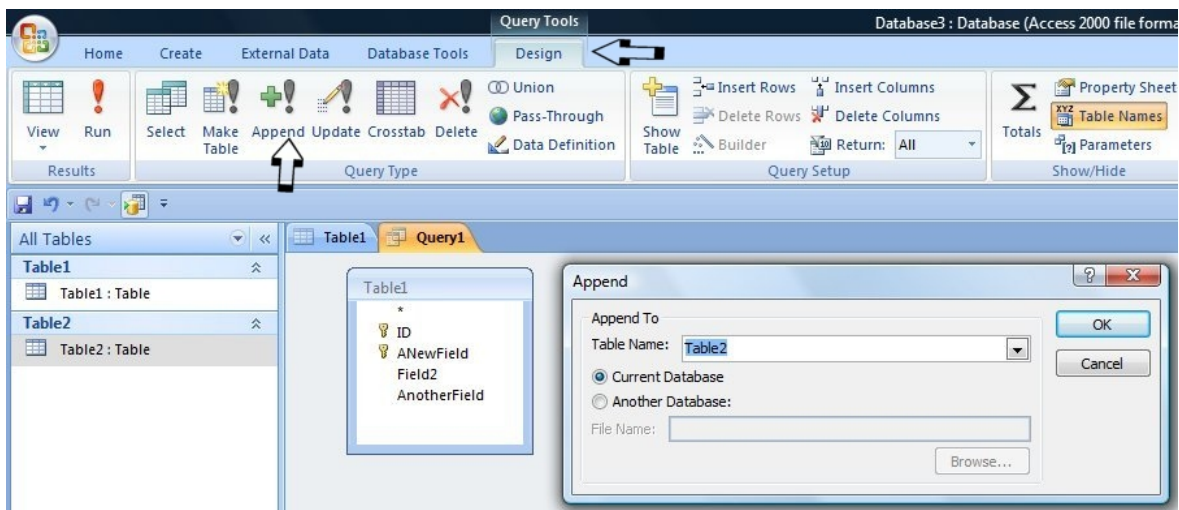
This article will not deal with "Create query by using wizard". Now double click "Create query in Design view". You will then be presented with the window called "Show Table", in it will be the table named CUSTOMERS or whatever tables you may have. Click ADD and then Close.



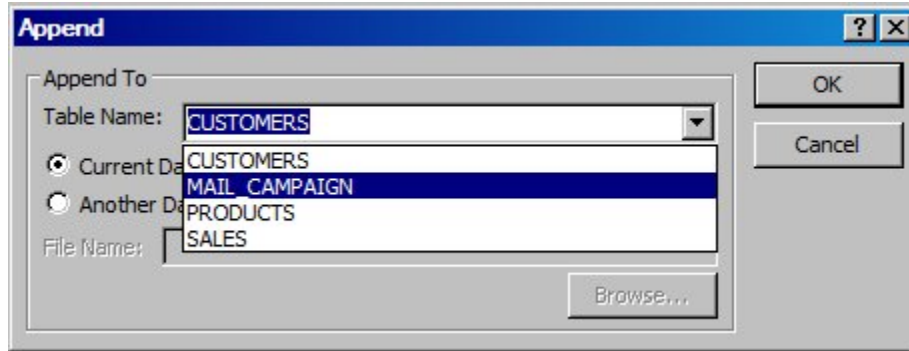
Now you will be in the Query builder named Query1. You will see this in the top left corner followed by a colon. Click the Query Type Button and select "Append Query" for versions 2000-2003.



In version 2007 ensure that you are in the "Query Tools Design" Tab and then select "Append". Click the picture below to enlarge.



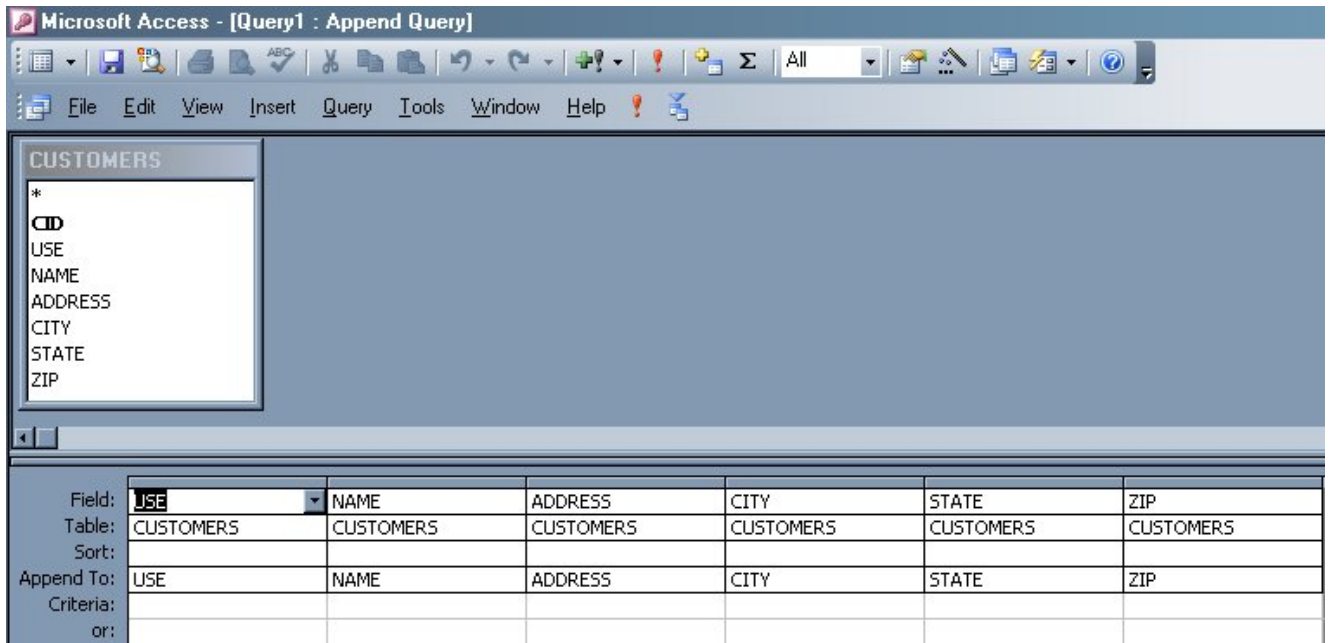
You will then be presented with a dialog box Named Append. Choose the table you wish to append to using the drop down box and click ok...



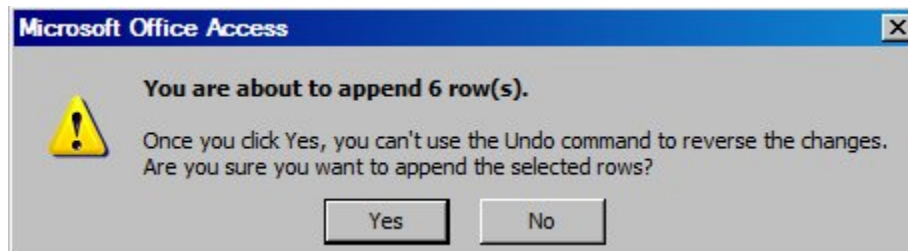
If you do not have a second table to receive the data you wish to append using the "Append Query" make it now.

This next part can be done by using all fields IE "CUSTOMERS.*" provided the receiving table has the exact same fields. With that said be aware that if both tables have an Autonumber field or Unique ID field there will be issues. Even if it is not Primary key you will risk appending duplicates into said field if it already has data. You should drag all the fields down that you wish to carry to the new table except Autonumber fields if the receiving table has data already. As for fields with Unique IDs you can bring those across provided you know the data being appended will not be repeated.

This is assuming that your table receiving the records has the equivalent fields to accommodate the data. You will notice that as you drag fields down below that the Query builder automatically populates the "Append to:" row if the field names are the same. If the field names are not the same you will have to select those manually. Other wise in the Field row add your field name; say the USE field and the data. It should look like this like this: USE:"Your data Here". The data you wish to add must be in quotes unless it is numeric.



Now you should be ready to complete the Append. Go ahead and click the run button (red Exclamation point on the toolbar). You will be presented a confirmation box, click "Yes" if you are sure you want the Append to complete. If you are ready, click the Run button to execute the Append Query and MS Access will Append the Data.



That is it; you have now completed your Append Query.

You may also wish to see these tutorials:

[Append Query in SQL](#)

[Update Query Tutorial](#)

For further MS Access tutorials go here: [MS Access tutorials](#)